

**YUMA COUNTY
CAPITAL IMPROVEMENT PROGRAM**

INSTRUCTIONS

Capital improvements consist of land, buildings, or improvements to same (e.g., elevator installation in an existing building, or bridge construction on a County road). A capital improvement is a non-recurring expense (does not occur every year), although it may occur again at some point thereafter, as in roof replacement or remodeling a building. Normal operations and maintenance however, should not be considered a capital improvement. Additionally, we have set a minimum of \$50,000 or more to be a capital improvement for the purposes of this plan.

Do not confuse capital outlays with capital improvements. Capital outlays are for vehicles, computers, or other equipment. The annual budget process has separate forms for capital outlay items. **Do not include them in this process.**

Please complete a separate Project Submission Form for **each** capital improvement expense of \$50,000 or more. Also indicate on each form the order of priority for your department if submitting multiple projects.

Please include all applicable costs such as sales tax, shipping, installation/setup, etc.

Please return all submissions by January 20, 2016 to the Development Services Department, Engineering Division.

If you should have any questions or need assistance, please call Susan Elton, at 817-5090.

Roger Patterson
Yuma County Engineer